

CITY OF BURNABY
SOCIAL ISSUES COMMITTEE

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*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**RE: ALLOCATION OF SPACE-BURNABY HEIGHTS AND EDMONDS
RESOURCE CENTRES**

RECOMMENDATIONS:

1. **THAT** Council approve allocation of Rooms 206 and 207 at the Edmonds Neighbourhood Resource Centre and Room 28 at the Burnaby Heights Resource Centre to the selected applicants, as outlined in section 3.0 of this report.
2. **THAT** Council authorize staff to undertake the necessary lease arrangements between the City and the selected applicants.
3. **THAT** a copy of this report be sent to the following applicants: Ms. Diana Giardullo, 4290 Venables Street, Burnaby, B.C., V5C 2Z9; Volunteer Burnaby, 14 - 250 Willingdon Avenue, Burnaby, B.C., V5C 5E9; Big Brothers of Greater Vancouver, 102-1193 Kingsway, Vancouver, B.C., V5V 3C9; Arrows to Freedom Cultural Healing Society, 7753 Edmonds Street, Burnaby, B.C., V3N 1B9; and Seniors Well Aware Program, 303 - 1290 Hornby Street, Vancouver, B.C., V6Z 1W2.

REPORT

The Social Issues Committee, at its Open meeting held on 2003 May 28, received and adopted the *attached* report presenting a proposal for the allocation of office/program space at the Burnaby Heights and Edmonds Neighbourhood Resource Centres.

The Committee proposed that Rooms 206 and 207 at the Edmonds Neighbourhood Resource Centre be allocated to the Seniors Well Aware Program and Arrows to Freedom Cultural Healing Society respectively. In addition, the Committee proposed that Room 28 at the Burnaby Heights Resource Centre be allocated to Big Brothers of Greater Vancouver. The programs and services offered by each of these community organizations is consistent with City guidelines for the allocation of space.

COPY - CITY MANAGER
- DIRECTOR PLANNING & BUILDING
- DIRECTOR PARKS, REC. & CULT. SERV.
- DIRECTOR FINANCE
- DIRECTOR ENGINEERING
- CHIEF LICENCE INSPECTOR
- CITY SOLICITOR
- CITY CLERK

Respectfully submitted,

Councillor D. Johnston,
Chair

Councillor L. Rankin,
Vice Chair

Councillor S. Dhaliwal
Member

TO: CHAIR AND MEMBERS
SOCIAL ISSUES COMMITTEE

2003 May 23

FROM: DIRECTOR PLANNING AND BUILDING

OUR FILE: 10.121

SUBJECT: ALLOCATION OF SPACE - BURNABY HEIGHTS AND EDMONDS
RESOURCE CENTRES

PURPOSE: To present a proposal for the allocation of office/program space at the Burnaby Heights and Edmonds Neighbourhood Resource Centres.

RECOMMENDATIONS:

1. **THAT** Rooms 206 and 207 at the Edmonds Neighbourhood Resource Centre and Room 28 at the Burnaby Heights Resource Centre be allocated to the selected applicants, as outlined in section 3.0 of this report.
2. **THAT** staff be authorized to undertake the necessary lease arrangements between the City and the selected applicants.
3. **THAT** a copy of this report be sent to the following applicants: Ms. Diana Giardullo, 4290 Venables Street, Burnaby, B.C., V5C 2Z9; Volunteer Burnaby, 14 - 250 Willingdon Avenue, Burnaby, B.C., V5C 5E9; Big Brothers of Greater Vancouver, 102-1193 Kingsway, Vancouver, B.C., V5V 3C9; Arrows to Freedom Cultural Healing Society, 7753 Edmonds Street, Burnaby, B.C., V3N 1B9; and Seniors Well Aware Program, 303 - 1290 Hornby Street, Vancouver, B.C., V6Z 1W2.

REPORT

1.0 BACKGROUND

At its meeting on 2003 February 26, the Social Issues Committee received an information report indicating that Rooms 206 and 207 at the Edmonds Neighbourhood Resource Centre had become vacant, and that staff, with the endorsement of the Committee, would seek new tenants for the space. Subsequently, at its meeting in 2003 March, the Committee was informed that no suitable applications had been received in response to the advertisement for Room 28 at the Burnaby Heights Resource Centre. Staff indicated that, with the endorsement of the Committee, we would re-advertise the availability of that space.

To solicit applications for tenants at both the Edmonds and Burnaby Heights Resource Centres, the available space was advertised in the Burnaby Now and in a mail distribution to a broad base of community organizations, community schools and City facilities. The advertisements indicated that the established 2003 lease rate for office/program space at the two centres is set at \$9.98 per square foot per year. Interested applicants were asked to submit a letter of application to the Planning Department by 2003 May 09. This report presents proposals for the allocation of space to selected applicants.

2.0 APPLICANTS

2.1 Room 206 (864 sq. ft.) and Room 207 (1,167 sq. ft.) - Edmonds Neighbourhood Resource Centre

Arrows to Freedom Cultural Healing Society

The Arrows to Freedom Cultural Healing Society is a Burnaby based non-profit organization committed to assisting urban aboriginal youth, families and people of all ages and cultural backgrounds to reclaim their traditional history, culture and visions through the provision of culturally appropriate programming and services. The Society currently offers a range of programs geared to children, youth and young adults. It operates out of office space located on Edmonds Street across from the Edmonds Resource Centre. It has been running family and pre-teen programs at Edmonds Community School on a weekly basis for the last three years. The Society states that it is concerned about the security of its existing lease and that it would like to remain in the area as it has high aboriginal population. It has expressed interest in leasing both Rooms 206 and 207.

Seniors Well Aware Program

The Seniors Well Aware Program (SWAP) is a non-profit organization that assists seniors who have alcohol and other substance abuse problems. It has operated in the Lower Mainland since 1981. The organization provides seniors with outreach (home visits), withdrawal management, individual and family counselling, group support, advocacy, case management and education. It currently has three staff who maintain a caseload of 500 seniors in Burnaby. The Society has expressed interest in leasing a room at the Edmonds Neighbourhood Resource Centre as an office space from which to run its programs.

2.2 Room 28 (800 sq. ft) - Burnaby Heights Resource Centre

Burnaby Heights Daycare Society

The Burnaby Heights Daycare Society is a recently incorporated non-profit society. It was created by two north Burnaby residents who wish to establish a child care centre in north Burnaby. The applicants applied for Room 28 when it was advertised for lease in 2003 February. At the time, the applicants had not yet formed a non-profit society. Although they were the only applicants for the space, a report submitted to the 2003 March Committee meeting recommended that the room be re-advertised for lease. The report proposed that the applicants be informed of the availability of the space and invited to re-apply for the space, if they had become a registered non-profit society. It was anticipated that with additional time, the applicants would have a better indication of their client base, the services they would offer and the licensing requirements of the Fraser Health Authority.

In their current application, the applicants have indicated that they intend to offer child care to children aged 30 months to 12 years old. Their primary client base would be Burnaby residents. If the applicants were allocated the space, they would need to meet the licensing requirements of the Fraser Health Authority (FHA). In preliminary discussions with the FHA, the Authority has stated that a maximum of 20 children would be permitted in the space. The FHA has also stated that before licensing can proceed further, the applicants will need to submit a health and safety plan to indicate how children's safety would be ensured while using the washroom located down the hallway from Room 28, and accessing the outdoor play area (located adjacent to the Resource Centre in Confederation Park).

Volunteer Burnaby

Volunteer Burnaby is a Burnaby based non-profit society. It recruits, interviews and refers volunteers to community organizations and offers resource materials and consultation in the development and management of volunteer programs. It directly or indirectly manages more than 1,000 different volunteer opportunities in Burnaby.

Volunteer Burnaby currently occupies Room 14 at the Burnaby Heights Resource Centre. As a result of Provincial policy changes and funding cuts, it is interested in leasing additional space at the Centre to facilitate the relocation of Community Volunteer Connection in Coquitlam. Community Volunteer Connection provides similar services as Volunteer Burnaby to residents in Maple Ridge, the Tri-Cities and

New Westminster. If Community Volunteer Connection were re-located to Burnaby Heights, Volunteer Burnaby states that the two organizations would be able to share their resources and expertise while reducing their combined operating costs. Through a partnership with Community Volunteer Connection, Volunteer Burnaby states that it would be able to increase the range of services it offers and the number of Burnaby community organizations it works with. Although the two organizations have yet to determine the details of their alliance, Volunteer Burnaby has indicated that it is likely that Community Volunteer Connection would continue to retain its own Board of Directors if it moved to Burnaby Heights.

Big Brothers of Greater Vancouver

Big Brothers is a registered non-profit society which offers mentoring programs to children and families. It currently offers two programs in Burnaby:

- a) the Big Brothers' matching program which connects adult male volunteers with boys from homes without a father figure; and
- b) the Let's Be Friends program, which matches adult male and female volunteers with boys and girls from immigrant families who speak Cantonese or Mandarin.

Big Brothers has three staff who work with Burnaby children and families. The organization is interested in leasing Room 28 at Burnaby Heights to provide a base for the services it offers in Burnaby. It would use the space to expand its services in Burnaby; recruit volunteers; offer information sessions for volunteers and families; and interview, screen and train volunteers.

3.0 PROPOSED ALLOCATIONS

In 1990 July, Council adopted guidelines for the allocation of space at the Resource Centres. As indicated in the guidelines, the space is primarily targeted to non-profit groups that provide services of broad benefit to Burnaby residents. Staff used the guidelines in assessing the applications for the current Resource Centre vacancies, as discussed below.

3.1 Rooms 206 and 207 - Edmonds Neighbourhood Resource Centre

Both the Arrows to Freedom Cultural Healing Society and the Seniors Well Aware Program offer services and programs that are consistent with guidelines for the allocation of space, and are compatible with the requested space. Arrows to Freedom

has expressed interest in leasing both rooms at the Resource Centre, but has indicated that it would still be able to operate its programs from the larger of the two rooms (Room 207). Further, the guidelines for the allocation of space at the Resource Centres indicate an objective of expanding the range of services available to the community from the Centres. Therefore, it is recommended that Room 206 (864 sq. ft) be allocated to the Seniors Well Aware Program and that Room 207 (1,167 sq. ft) be allocated to the Arrows to Freedom Cultural Healing Society.

3.2 Room 28 - Burnaby Heights Resource Centre

There were three applicants for Room 28 at the Burnaby Heights Resource Centre: the Burnaby Heights Daycare Society, Volunteer Burnaby and Big Brothers of Greater Vancouver. As noted above, the Burnaby Heights Daycare Society has been recently incorporated as a non-profit society. In order to commence operations, it would still need to obtain a Community Care Facility License from the FHA. Therefore, even if it were to succeed in securing a space at Burnaby Heights, the *potential* exists that it would not receive the necessary license to operate the child care centre. In addition, the location of the room (second floor of the building) and distance from washrooms and outside play areas are seen to be challenges for the operation of a child care centre. It is therefore proposed that the other applicants be considered for the space.

Volunteer Burnaby has requested space at the Resource Centre to facilitate the relocation of Community Volunteer Connection, a volunteer centre which serves the Tri-Cities, Maple Ridge and New Westminster. Volunteer Burnaby has indicated that if Community Volunteer Connection were able to occupy the space, it would likely retain its own Board of Directors and continue to offer services that are not directly geared to Burnaby residents. While the allocation guidelines allow for space to be occupied by broader serving organizations (that is, organizations that do not exclusively serve Burnaby residents), preference is given to Burnaby-based organizations. In this regard, the application from Big Brothers of Greater Vancouver, which intends to use the space for the operation of its Burnaby programs, more closely meets the guidelines for the allocation of space.

The programs and services offered by Big Brothers of Greater Vancouver are consistent with the guidelines for the allocation of space, and are compatible with the requested space. In addition, Big Brothers would expand the range of services offered at the Resource Centre (as noted above, Volunteer Burnaby currently occupies space at Burnaby Heights). Therefore, based on an assessment of the submissions in accordance with the allocation guidelines, it is recommended that Room 28 be allocated to Big Brothers.

4.0 NEXT STEPS

With Council approval of the Committee's recommendation for the allocation of available space at the Burnaby Heights Resource Centre, staff would undertake the necessary lease arrangements for the approved tenants. Consistent with Council direction, staff would also advise tenants of the expected five to ten year life span of the Burnaby Heights Resource Centre. Once space allocations have been finalized, as appropriate, the lease grant applications of the non-profit tenants allocated space would be forwarded to the Executive Committee - Grants for consideration.

B. Lukeman
for J. S. Belhouse, Director
PLANNING AND BUILDING

MM/sa/jc

- cc: City Manager
- Director Engineering
- Director Finance
- Chief License Inspector
- Director Parks, Recreation and Cultural Services
- City Solicitor
- City Clerk

